



CITY OF PLEASANT HILL

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SECOND DWELLING UNIT

Application Guide

WHAT IS A SECOND DWELLING UNIT?

The zoning ordinance defines a second dwelling unit as an attached additional dwelling unit located in a single-family residential zoning district on a single lot (parcel) with another dwelling unit and provides complete facilities for independent living for one or more persons. It provides permanent provisions for living, sleeping, eating, cooking and sanitation.

A secondary unit requires a zoning permit. In reviewing a zoning permit application, the Zoning Administrator will consider such items as building placement and size, compatibility with adjoining properties, and other potential impacts. Based on the Zoning Administrator's evaluation, plus input from any other interested parties, the Zoning Administrator may then impose various conditions of approval with respect to location and other neighborhood compatibility factors.

WHAT ARE THE SPECIFIC DESIGN AND DEVELOPMENT CRITERIA FOR A SECOND DWELLING UNIT?

The Zoning Ordinance requires the Zoning Administrator to ensure that the following standards are complied with:

1. Design and development standards

- a. A second dwelling unit shall be within or attached to the primary structure with a common wall, and shall not exceed 640 square feet in size, nor be less than 160 square feet.
- b. A second dwelling unit shall include no more than 1 bedroom, 1 living room, 1 kitchen and 1 bathroom, and laundry and storage facilities.
- c. The exterior design, building materials, colors and exterior finishes should be substantially the same as those on the existing dwelling.
- d. Outside access to the secondary unit shall be located or screened so as not to be visible from the abutting street.
- e. A second dwelling unit shall comply with the development regulations on the zoning district

including but not limited to regulations for yard, building height, stories, lot coverage, and floor area ratio.

2. **Parking** - A minimum of 3 independently accessible, off-street parking spaces shall be required for a lot containing a second dwelling unit. At least 2 of the parking spaces shall be covered. One of the spaces shall serve the secondary unit. Tandem parking spaces may not be used to meet the minimum parking requirement.
3. **Non-conforming units** - If the existing dwelling unit is a legally non-conforming unit, a second dwelling unit may be constructed only if the non-conformity is not expanded and the second dwelling unit meets all current applicable zoning standards.
4. **No subdivision** - No subdivision of land or air rights is authorized that would result in the second dwelling unit being located on a separate lot.
5. **Occupancy** - The owner of a parcel containing a second dwelling unit shall occupy either the primary or the secondary dwelling unit. The city shall require recordation of a deed restriction providing for this restriction before issuance of the certificate of occupancy.
6. **Preexisting units** - A second dwelling unit constructed or converted without a building permit before adoption of the city's second unit regulations (before October 1983) chapter must obtain a building or code compliance permit and zoning permit to legalize the use.
7. **One unit** - There shall not be more than one second dwelling unit on any parcel.

WHAT ARE THE STEPS?

Step 1 Preliminary Review - Prior to submittal of a formal application, it is recommended that the applicant discuss the preliminary proposal with staff. The staff can, if requested, respond back in writing regarding the project conformity with the Zoning Ordinance, environmental and neighborhood concerns which may be involved, applicable site planning, building design, landscaping, and other criteria.

Step 2 Filing the Application - Application for a zoning permit should be made concurrently with the building permit on the Public Works and Community Development Department's Application for Development Review form. The application form must be accompanied by the additional supporting materials specified by the Public Works and Community Development Department, including plans, drawings, and other project description information necessary to permit adequate review of the proposed action. A zoning and building permit fee will be required in the amount set by the City Council.

A Public Works and Community Development Department staff member will be assigned to review the application materials for completeness. Additional information may be required as staff review of the project progresses.

Step 3 Environmental Review - Because the secondary unit provisions in the zoning

ordinance only apply to property zoned for single-family use, all applications have been deemed, by the City Council in the City's CEQA guidelines to be what is called categorically exempt (Exemption Classification 15303). Thus, the city does not need to do any further environmental review, although under special circumstances can require further evaluation.

Step 4 Zoning Permit Review - The Zoning Administrator will review the plans to ensure that the proposed second dwelling unit complies with all design and development standards

Step 5 Building and Zoning Permit Issuance - After Zoning Administrator approval, and all application approval requirements and related ordinances have been complied with, the City Building Official may issue a Building Permit. The Building Official will then work to ensure that the project is completed in compliance with all permits, approved plans and related conditions.

WHAT MUST BE SUBMITTED?

All submittal information required in the General Submittal Requirements Checklist shall be presented including the Application for Development Review form and related fees to the Public Works and Community Development Department before the application can be accepted as complete.

MAY A DECISION BE APPEALED?

You or anyone else who is dissatisfied with the decision of the Zoning Administrator may appeal that decision to the Planning Commission. To appeal, a written statement, and filing fee, must be filed with the Community Development Director within 10 days after the decision is made at a public meeting. A public hearing will then be set before the Planning Commission to consider the appeal.

If no appeal to a decision is filed within 10 days, the decision will be considered final.